

Minutes of the Finance, Administration & RDA Committee Budget Review Meeting

Bountiful City Hall Planning Conference Room

April 30, 2014 (10:00 a.m.)

Present:

Committee Members:	Randy C. Lewis, Kendalyn Harris, Beth Holbrook (arr. 11:15 a.m.)
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	Russell Mahan, Shannon Cottam, Kim Coleman, Alan West, Roger Linnell, Ted Elder, Chad Wilkinson and David Johnson

Official Notice of this meeting had been given by posting a written notice of same and an agenda at the City Hall and providing copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner, and on the Utah Public Notice Website.

Committee Chair Randy Lewis called the meeting to order at 10:05 a.m., and welcomed those in attendance.

PRESENTATION OF BUDGET

Russell Mahan presented the detailed budget request for the Legal Department including a brief review of the financial status of the department for the current fiscal year and fiscal year 2014-2015. The staffing plan for the department was also outlined along with a summary of their functions. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Legal Department, as presented, to the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting "aye".

Committee chair Lewis invited Russell Mahan to present the budget request for the Liability Insurance Fund, including a brief review of the insurance practices of the City and cash balance of the fund. Mr. Mahan also outlined the claims management policies in use by the department with examples cited. Galen Rasmussen provided input on the various aspects of the City's insurance program and on the funding strategy employed for departmental reimbursement of the Liability Insurance Fund for purchase of insurance citywide. Committee chair Randy Lewis made a motion to forward the tentative budget of the Liability Insurance Fund, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis and Harris voting "aye".

Russell Mahan then presented the detailed budget request for the Workers Compensation Fund, including a brief review of the financial status of the department for the current fiscal year and fiscal

year 2014-2015. The staffing plan for the department was also outlined which includes support from the Human Resources Department. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Workers Compensation Fund, as presented, to the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Russell Mahan and Chad Wilkinson presented the budget request for the Planning Department, including a brief review of the financial status of the department for the current fiscal year and fiscal year 2014-2015. An additional \$30,000 was added to the budget for fiscal year 2014-2015 to address economic development needs and committee members expressed appreciation for this allocation. Committee chair Randy Lewis made a motion to forward the tentative budget of the Planning Department, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis, and Harris voting “aye”.

Shannon Cottam presented the budget request for the newly formed Human Resources Department which was created by transferring 1.5 full-time equivalent positions from the Finance Department and a half-time equivalent position from Treasury. The Human Resources Department will be a support department to the entire City organization to provide consistency in managing employment policies and practices. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Human Resources Department, as presented, to the full council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Alan West presented the budget request for the Information Systems Department and Computer Replacement Fund, including a brief review of the projects planned for the department and a financial status for the current fiscal year and fiscal year 2014-2015. Projects for the upcoming fiscal year will include web site development, completion of the Tyler Technologies software implementation and equipment replacements. Committee chair Randy Lewis made a motion to forward the tentative budget of the Information Systems Department and Computer Replacement Fund, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Kim Coleman presented the budget request for the Finance Department, including a brief review of the financial status for the current fiscal year and fiscal year 2014-2015. Projects completed this current year included a major microfilming project to archive records from the mid-1970s to the early 1990s. The Finance Department added one new part-time employee to the department to help reduce overall workload, and assistance was provided during the year with the transition of operations and budgeting for the Human Resources Department. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Finance Department, as presented, to

the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Gary Hill asked Kim Coleman, Alan West, Ted Elder and Galen Rasmussen to outline the contracted services provided by the City to the South Davis Recreation District. City staff in the Finance, Human Resources, Treasury and Information Systems departments provide accounting, payroll, human resources, computer, telephone, budget, and treasury services monthly to the South Davis Recreation District. It was noted that these services are reimbursed to the City by the District in the amount of \$95,000 annually with an additional amount collected by the City for services provided by the Parks Department. An internal time study was completed this fiscal year which identified under billed costs in the amount of nearly \$25,000 for services rendered. Both committee members expressed appreciation for the update, and expressed support for recovering costs of service.

Kim Coleman reviewed the budget submissions for the Debt Service and Municipal Building Authority Funds of the City. The remaining debt issues in each fund were outlined and questions asked by the committee were answered. Committee chair Randy Lewis made a motion to forward the tentative budget of the Debt Service and Municipal Building Authority Funds, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Galen Rasmussen and Ted Elder presented the budget request for the Treasury Department, including a brief review of the financial status for the current fiscal year and fiscal year 2014-2015. The Treasury Department has a newly appointed Treasurer, Ted Elder, and two new part-time employees have also been hired. One of the new part-time employees was hired to replace an employee that transferred to the newly created Human Resources Department and the other part-time position was hired to replace a seasonal position which was eliminated. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Treasury Department, as presented, to the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill and Galen Rasmussen reviewed the budget submission for the RAP Tax Fund of the City. RAP Tax is 1/10 cent assessed on sales in Bountiful City. The original tax was authorized following a vote taken in 2007 with the first funds being received in April 2008. The RAP Tax will sunset in fiscal year 2015-2016 unless restored through a vote of the citizens. Committee members asked about the obligation to pass along RAP Tax funds to the Centerville RDA. Galen Rasmussen responded that Bountiful is obligated to pass along 90% of RAP Tax funds until fiscal year 2015-2016 per an inter-local agreement. Gary Hill mentioned that if RAP Tax funds were reauthorized, those funds would all be retained for use within Bountiful City for purposes allowed in State law for ten years. A discussion among committee members ensued as to whether it would be appropriate to reauthorize the tax. Committee member Beth Holbrook made a motion to forward the tentative budget of the RAP Tax

Fund, as presented, to the full Council for approval along with a recommendation that staff study and recommend options relative to RAP Tax and potential reauthorization of that tax. Committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill reviewed the budget submission for the Executive Department of the City including the financial results in the current budget year thus far and recommendations for fiscal year 2014-2015. A discussion of options for pay for performance versus the current system of merit and cost-of-living allowances were reviewed. Committee chair Randy Lewis asked that future budget documents contain line numbers to aid in referencing particular questions during budget review. Committee member Beth Holbrook made a motion to forward the tentative budget of the Executive Department, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill reviewed the budget submission for the Legislative Department of the City including the financial results in the current budget year thus far and recommendations for fiscal year 2014-2015. The final budget will contain line items in the General Fund revenue section for the Bountiful City Youth Council and the Bountiful Community Services Council to balance against the existing expenditure line items for these two city entities within the Legislative Department. Gary Hill reviewed various line items within the budget including the purpose for the line items such as miscellaneous expense, publications and training. The current fiscal year budget includes costs within the Land expenditure line item to hire an architect for park design and public involvement work. Within the budget for the current year and fiscal year 2014-2015 there are also funds to cover needs within City Hall for audio visual equipment, roof repair, parking lot improvements, executive office paint, carpet, and furnishings along with a budget to address needs for re-branding of the City and other City development needs expressed by the Council such as parking and feasibility studies for the Stoker School. Future studies will also be made to benchmark salaries for all positions within the City. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Legislative Department, as presented, to the full Council for approval and committee member Beth Holbrook seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill discussed plans for the Redevelopment Agency (RDA) of the City including financial results in the current budget year thus far such as purchase of the Redcon building and renovation work that will be needed to facilitate use by the Bountiful Davis Arts Center. There will also be funds available to address other redevelopment needs such as the pending downtown study and continuation of the revolving loan fund. The RDA budget will be prepared for review and adoption by the RDA board at a future meeting.

The meeting adjourned at 12:35 p.m. on a motion made by Committee member Beth Holbrook and seconded by Committee member Kendalyn Harris. Voting was unanimous with Committee members Lewis, Holbrook, and Harris voting “aye”.

Randy C. Lewis, Committee Chair

Kim J. Coleman, City Recorder